

APPEAL OF DENIAL OF USE OF THE CAPITOL BUILDINGS AND GROUNDS POLICY

Purpose Statement:

The purpose of this policy is to establish the appeal process available to anyone denied use of the capitol buildings and ground (Capitol Campus).

Action: Establishment of a new policy**Review Cycle:** 1 year**Date Approved:** March 16, 2010**Approved By:** /s/
Linda Villegas Bremer
Director

References: [WAC 236-12 State capitol grounds traffic and parking regulations](#)
[WAC 236-17 Use of the public areas of the capitol buildings and grounds](#)

Policy Content

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POLICY

The Department of General Administration will provide the appeal opportunity available pursuant to [WAC 236-17-150](#) to those denied use of the public areas of the Capitol Campus.

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1. We will only consider your appeal if certain criteria are met.

We will only consider your appeal under the following conditions:

- a. Your appeal must concern our denial of your use of the public areas of the Capitol Buildings and Grounds.
- b. Your appeal must be in writing. Email is acceptable.
- c. Your appeal must be received by the director of General Administration (director) within five full working days of the date of denial.
- d. Your appeal must state why you think your use was improperly denied.

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2. We may hold your requested time and place until a decision is issued.

At our discretion and if there is no conflict with a permitted activity, we may place a temporary hold on your requested activity time and place until the director issues a decision. If the director's decision is in your favor, we will approve your use and schedule your activity.

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3. The director will issue a decision on the appeal.

The director will conduct an independent review and:

- a. Consider all of the facts reasonably available.
- b. Issue a decision in writing to you within three full working days of receiving your appeal. A decision may be issued via email.
- c. Copy the Visitor Services Manager on the decision for inclusion in the Campus Use application file.

The director may designate a senior executive from the director's office to review and issue a decision.

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4. The decision of the director is final and no further administrative appeals are available to you.

The decision of the director is the final agency decision; however, the director may issue further clarifications if necessary.

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Related policies and other requirements

- [Permitting use of the Public Areas Procedure](#)

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History

Amended:
N/A

Supersedes:
There are no prior versions.

Original effective date:
March 16, 2010

To obtain a copy of a historical policy, e-mail the GA Policy Office at policy@ga.wa.gov

POLICY FEEDBACK

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